



# Notice of Price Agreement Award

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 CAPITOL HILL  
 PROVIDENCE RI 02908

<b>V E N D O R</b>	INTERTRANS INC 34 W LAWN AVE PAWTUCKET RI 02860
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<b>INTERPRETING SERVICES</b>	
Award Number	Effective Period:
<b>68M00352960</b>	<b>7/1/06 - 6/30/09</b>

<b>S H I P T O</b>	ADMINISTRATION MASTER PRICE AGREEMENT RELEASE AGAINST RI MPA
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Date: 07/13/2006 Buyer: JEROME MOYNIHAN Shipping: F.O.B., Destination Terms: Net 30
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<b>I N V O I C E</b>	ADMINISTRATION MASTER PRICE AGREEMENT RELEASE AGAINST RI MPA
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Department		Bid Number	Requisition Number
ADMINISTRATION		MPA-54	B06251
Item		Unit	Unit Price
	7/1/06 - 6/30/09 RENEWABLE TWO (2) ADDITIONAL YEARS  MASTER PRICE AGREEMENT #54  THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE.  ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee.  CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.  STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).		

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us). Delivery of goods or services as described herein shall be deemed acceptance of these requirements.

**COPY**

<b>STATE PURCHASING AGENT/DESIGNEE</b>



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Department		Bid Number	Requisition Number
ADMINISTRATION		MPA-54	B06251
Item		Unit	Unit Price
	<p>REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number.</p> <p>Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.</p> <p>AUTHORIZATION AND RELEASE. In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.</p> <p>A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.</p>		

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Department		Bid Number	Requisition Number
ADMINISTRATION		B06251	
		MPA-54	
Item		Unit	Unit Price
1.0	<p>THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.</p> <p>THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.</p> <p>INTERPRETING SERVICES - PAID AT \$1.00 ALLOWABLE COST.</p> <p>SEE ATTACHED PRICING.</p> <p>EVERY PERSON OR BUSINESS ENTITY PROVIDING GOODS OR SERVICES AT A COST OF \$5000 CUMULATED VALUE IS REQUIRED TO FILE AN AFFIDAVIT REGARDING POLITICAL CAMPAIGN CONTRIBUTIONS WITH THE RI STATE BOARD OF ELECTIONS EVEN IF NO REPORTABLE CAMPAIGN CONTRIBUTIONS HAVE BEEN MADE. (RI GENERAL LAW 17-27) FORMS OBTAINED AT BOARD OF ELECTIONS, CAMPAIGN FINANCE DIVISION, 50 BRANCH AVENUE, PROVIDENCE, RI 02904 (401-222-2056).</p> <p>DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.</p> <p>VENDOR TELEPHONE: 401-365-1060                      VENDOR FAX: 401-365-1061</p>	EA	1.00

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STATE PURCHASING AGENT/DESIGNEE



*Experts in Universal Language Communication*

InterTrans, Inc. • 34 West Lawn Avenue • Pawtucket, RI 02860 • 401-365-1060 • fax 365.1061

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## **Languages Served**

*(other languages will be available as our resources grow)*

### **Primary Languages (most common)**

French

Portuguese

Italian

Spanish

### **Secondary Languages (less common)**

Danish

Polish

Dutch

Portuguese Creole

German

Russian

Haitian Creole

### **Asian Languages**

Cambodian

Korean

Chinese

Laotian

Hmong

Thai

Japanese

Vietnamese



## **Subcontractors**

### **Translation**

Cambodian	Multi-Lingua Communications, Inc.
Chinese	Li-Ping Cheng, Yi-ting Lo, Multi-Lingua Communications, Inc.
Danish	Inger Gilbert
Dutch	Muriel Schuller, Alwin Schuller, Joyce Huizing
French	Guylaine Daoust, Nelly Vasseur, Françoise Gregor, Tristane Theisen, Michael Hebert
German	Peter Golisch, Anke Kenney, Keith Westerfield
Haitian Creole	Jean-Marie Banatte, Emanuel Vedrine
Hmong	Sydney Chang
Italian	Graziella Giampaoli, Marla Sanchez, Madeline Capasso
Japanese	Rachel Burney
Korean	Yoyo Yong B. Kim, Sunrye Ann
Laotian	Sarah E. Anderson
Polish	Ewa Goodman, Arek Gradowski
Portuguese	Kenneth Carneiro, Diana Victor, Lurdes da Silva
Portuguese Creole	Jean-Marie Banatte
Russian	Michael Entin, Luba Chernov
Spanish	Lubela Parrales Schiffmann, Maria Del Mar Patron Vasquez, Catalina Ocampo, Miguel Rojas
Thai	Srinapa T. Hummel, Krishna Limsakdakul
Vietnamese	Paul M. Tu, Christian Huynh Albert



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## **Subcontractors, continued.**

### **Interpreters**

Dutch	Muriel Schuller, Alwin Schuller
French	Françoise Gregor, Tristane Theisen, Karry Sarkissian
German	Peter Golisch
Hmong	Sydney Chang
Italian	Graziella Giampaoli
Portuguese	Lurdes da Silva
Russian	Michael Entin, Karry Sarkissian
Spanish	Zenaida Martinez, Adriana Rodrigues, Maria Del Mar Patron Vasquez, Miguel Rojas



## Pricing for Services

### Interpretation (Oral Translation Services)

#### Primary Languages (see page 2)

*Normal business hours, 8:00 AM to 4:59 PM, Monday through Friday*

\$30 per hour with a minimum of one (1.0) hour, chargeable thereafter in half-hour (0.5) increments.

*Weekends and Holidays*

\$35 per hour with a minimum of one (1.0) hour, chargeable thereafter in half-hour (0.5) increments

*After hours, 5:00 PM to 7:59 AM, Monday through Friday*

\$40 per hour with a minimum of one (1.0) hour, chargeable thereafter in half-hour (0.5) increments

#### Secondary, Asian and Uncommon Languages (see page 2)

*Normal business hours, 8:00 AM to 4:59 PM, Monday through Friday*

\$35 per hour with a minimum of one (1.0) hour, chargeable thereafter in half-hour (0.5) increments.

*Weekends and Holidays*

\$40 per hour with a minimum of one (1.0) hour, chargeable thereafter in half-hour (0.5) increments

*After hours, 5:00 PM to 7:59 AM, Monday through Friday*

\$45 per hour with a minimum of one (1.0) hour, chargeable thereafter in half-hour (0.5) increments

#### Price increases for 5-year period

Pricing will remain the same for a period of two (2) years from the beginning of this Agreement. \$2.00 per hour to will be added to the rate for years three (3) and four (4) and again for year five (5).

	<u>Years 1 and 2</u>	<u>Years 3 and 4</u>	<u>Year 5</u>
Primary Languages	\$30/\$35/\$40	\$32/\$37/\$42	\$34/\$39/\$44
Secondary Languages	\$35/\$40/\$45	\$37/\$42/\$47	\$39/\$44/\$49

Signed

Vice President

Date

05/24/06



## **Pricing for Services (continued)**

### **Translation (Written Translation Services)**

Every project is examined for word count, the difficulty of the vocabulary (is it written for the layperson or for specific end use such as legal, medical or engineering), and the delivery schedule. See subheading "Job Cost Increases" below.

Every project will be quoted and the resulting estimate will be faxed to the client. Approval of this estimate is required before any work is commenced. Unless the job specifications change during the course of completion, the invoice will match the approved estimate. Any specification changes will be quoted and amended to the original estimate.

#### **Primary Languages (see page 2)**

\$0.31 per English language word. There is a \$50.00 minimum charge for any one job per language. We encourage job consolidation. Rush charges, which occur when delivery is requested faster than normally practical, add 20% to the total. Layout services are available and will be quoted per job, based on the amount of work needed.

#### **Secondary Languages (see page 2)**

\$0.39 per English language word. There is a \$50.00 minimum charge for any one job per language. We encourage job consolidation. Rush charges, which occur when delivery is requested faster than normally practical, add 20% to the total. Layout services are available and will be quoted per job, based on the amount of work needed.

#### **Asian Languages (see page 2) and other non-roman character languages (Arabic, for example)**

Because many of the Asian languages are of non-Roman characters, those who will receive the final translation may not have the correct fonts installed for proper viewing, these translations require special handling and cannot be priced per word but must be priced per job. We deliver PDF documents that may be viewed on any operating system and printed without loss of accuracy. If specific layout is needed for delivery to a commercial printer, the final Quark or InDesign file will contain eps (encapsulated postscript) files saved as outlines and will not require fonts for viewing. We have extensive experience in delivering files so that your job may be easily sent to a commercial vendor and be reproduced with accuracy.

Signed

  
\_\_\_\_\_  
Vice President

05/29/06  
\_\_\_\_\_  
Date



**Layout Services**

\$75.00 per hour for layout into page layout programs such as QuarkXPress and InDesign. This will be estimated per job and formally quoted. The quotation must be approved by the client prior to beginning the work.

**Job Cost Increases**

\$0.05 to 0.10 per English word may be added for highly technical translations. This is necessary if the translation is legal, medical or engineering specific and a translator who is also a lawyer, doctor or a specific engineer must be used to do the work. *This is not common.* Most of the work completed to date is written for the layperson and many documents translated that are healthcare-related or legal (consent forms, for example) are not highly technical and do NOT result in an increased cost to the client.

We quote delivery time for every job on our estimate form. If delivery is required in less time than practical, and the job can be completed in that time, then a 20% Rush Charge is added. This is necessary because the translation teams are paid at an increased rate for their rush service. *This also is not common.* If the client can work with our schedule, there is no need for a Rush Charge increase.

**Price increases for 5-year period**

Pricing will remain the same for a period of two (2) years from the beginning of this Agreement. For years 3 and 4, \$.02 per word for Primary Languages and \$.03 per word for Secondary Languages will be added. This same increase will apply again for year five (5). Pricing guidelines for Asian and other non-roman character languages will remain the same. Layout services will increase to \$80.00 per hour after the second year of this Agreement and will remain at that rate for three years, after which, in no new Agreement is reached, the rate will increase to \$85.00 per hour.

	<u>Years 1 and 2</u>	<u>Years 3 and 4</u>	<u>Year 5</u>
Primary Languages	\$0.31	\$0.33	\$0.35
Secondary Languages	\$0.39	\$0.42	\$0.45
Asian Languages	see above	see above	see above
Layout Services	\$75.00 per hour	\$80.00 per hour	\$80.00 per hour

Signed

\_\_\_\_\_  
Vice President

05/24/06  
Date



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**Translation Services for other Cities and Towns in Rhode Island**

InterTrans, Inc. is willing to extend the pricing enclosed in this Rhode Island bid to Cities and Towns in the State of Rhode Island for a period of time corresponding with this bid.

**State Employee**

InterTrans, Inc. and its officers are not employees of the State of Rhode Island.

**Payment via State Purchase Card / Credit Card**

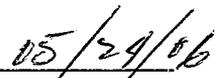
InterTrans, Inc. cannot, at this time, accept payment for services with a credit card.

**Discounts for fast payment**

Because our rates are already quite low, we do not offer a discount for payments faster than net 30 days, our payment terms.

Signed

  
\_\_\_\_\_  
Vice President

  
\_\_\_\_\_  
Date